

KOENIG SOLUTIONS · COURSE OUTLINE

Advanced Excel for Data Management and Dashboards

Learn to manage data with Excel's advanced tools and build interactive dashboards using pivot tables, charts, slicers and timelines.

1 Day

8 HOURS

4

MODULES

27

TOPICS

COURSE OVERVIEW

Our Advanced Excel Course is designed to elevate your data management and analysis skills. Over 8 hours, you will master various data tools such as Converting Text to Columns, Data Validation, and Goal Seek. You'll also learn to enhance collaboration by Protecting Worksheets and Workbooks, ensuring data security with Password Protection, and finalizing your workbooks. The course dives deep into the powerful functionalities of Pivot Tables and Pivot Charts, including creating, enhancing, and working with them. This is vital for dynamic data analysis and reporting. Lastly, you'll gain expertise in Creating Dashboards with pivot tables and charts, designing interactive layouts, and using Slicers and Timelines for data visualization. By the end of this course, you will be able to apply these skills to streamline and optimize your workflow effectively.

WHO THIS COURSE IS FOR

A brief introduction about the course and its relevant target audience: Koenig Solutions' Advanced Excel course provides extensive training in data tools, pivot tables, and dashboard creation, making it ideal for professionals looking to enhance their data management and analysis skills. Job roles and audience for the course:

Data Analysts

Business Analysts

Financial Analysts

Accountants

Financial Planners

Small Business Owners

Project Managers

Marketing Managers

Sales Managers

Operations Managers

Administrative Professionals

HR Professionals

IT Professionals

Supply Chain Managers

Researchers

Freelancers offering data-related services

Consultants

Students in Business and Finance courses

What You Will Learn

- Apply data tools such as Text to Columns, Data Validation and Goal Seek
- Consolidate data and link to external data sources
- Protect worksheets and workbooks with passwords and ranges
- Mark a workbook as final to restrict further editing
- Create and enhance pivot tables and pivot charts
- Insert slicers with multi-select options for pivot tables
- Build dashboards using pivot tables, charts and timelines
- Design interactive dashboard layouts using themes and slicers

COURSE SYLLABUS

4 Modules, 27 Topics

01

Data Tools

TOPICS

Converting Text to Columns · Linking to External Data · Data Validation · Using Data Validation · Consolidating Data · Goal Seek · Using Goal Seek

02

Working with Others

TOPICS

Protecting Worksheets and Workbooks · Password Protecting a Workbook · Password Protecting a Worksheet · Password Protecting Ranges in a Worksheet · Marking a Workbook as Final

03

Using Pivot Tables

TOPICS

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

04

Creating Dashboard

TOPICS

- Creating Dashboard with Pivot Table & Charts
- Creating relationship between slicers and Pivot Table / Charts
- Creating Timelines
- Using Slicer/timeline options
- Designing dashboard layouts
- Using Theme to make interactive Dashboard

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com